

HOW TO WRITE A SUMMARY OF YOUR GRADUATION THESIS IN ENGLISH

What Is a Summary?

A summary is a greatly condensed version of a longer piece of writing that highlights the major points covered, and concisely describes the content of the graduation thesis.

Why Are Summaries Used?

Summaries give readers a chance to quickly see what the main contents of a thesis are. They enable readers to decide whether the work is of interest for them.

What Is Usually Included in a Summary?

- a title identical to the title of the thesis
- the main topic of the thesis
- the purpose of the thesis
- the methods used to research information
- further sub-sections within the thesis
- results, conclusions, or recommendations

Qualities of a Good Summary

A good summary has the following qualities:

- uses one or more well developed concise paragraphs
- uses an introduction/body/conclusion structure which presents the purpose, results, conclusions, and recommendations
- provides logical connections between the information included
- adds no new information, but simply summarizes
- often uses passive verbs to downplay the author and emphasize information

Steps for Writing Effective Summaries

To write an effective summary, follow these steps:

- write the summary after you have finished the thesis
- use your headings and table of contents as a guide to writing your summary
- when you have finished use spellcheck software

Types of Thesis – How to Say Them in English

TTK UAS lõputöö – graduation thesis

bakalaureusetöö – bachelor's thesis

magistritöö - master's thesis

doktoritöö - doctoral thesis, doctorate

Length of Summaries

150–350 words should be enough for a summary of a graduation thesis, but you can check with your thesis supervisor.

A Simple Summary Structure

Start your summary like this:

Summary

The following graduation thesis *The Planning of Paljassaare Peninsula is*

A short summary can be a single paragraph, or you can divide your summary into short paragraphs.

First paragraph: State what the thesis is about, give a simple statement of aims and methods.

Second paragraph: Explain the structure of the thesis and say something about the content.

Third paragraph: Give a concluding statement, including a short summary of the results.

Summary and Thesis Titles

The titles should be kept as short as possible and to the point. Titles should not end with full stops.

Do not place titles within quotation marks.

The Estonian phrase „selle firma näitel“ can be translated into English in 2 ways:

1) with particular reference to this company

e.g. *Improving Packaging Process Efficiency with Particular Reference to AS A.LeCoq*

2) based on the example of this company

e.g. *The Efficiency of Information Flow Based on the Example of Production Plant Haamer*

Follow the simple rules for the use of capital letters in titles in English:

- **do not capitalize** articles (*the, a, an*), prepositions (*to, from, with, over, etc.*), or coordinating conjunctions (*and, for, or, nor, etc.*)
- **do capitalize** nouns, verbs (*even short ones like Is*), adverbs, adjectives, subordinating conjunctions (*Although, Because, Due to, etc.*) and pronouns (*He, Their, etc.*)

English Expressions Used in the Summary

Introduction (the verb is usually in present tense, could also be in present perfect or simple past tense):

The purpose of this graduation thesis is to investigate the effects of ... on ...

The goals of this thesis are to determine ...

The primary purpose of this thesis is to determine ...

This thesis is specifically concerned with the effect of ... on ...

This thesis is an initial attempt to investigate the relationship ...

This thesis has two major purposes: (1) to investigate ... (2) to demonstrate ...

The aim of this thesis is to identify the characteristics of ...

The major objective of this thesis is to ...

The aim/topic/goal of this graduation thesis is to ...

This thesis discusses/describes/analyses/studies/focuses on/deals with ...

This thesis/study/experiment/research/survey was aimed at developing/improving/testing ...

The project was designed to ...

Materials and Methods Used in the Thesis (the verb is in past tense):

This thesis was conducted in Harju county / at NBI company.

The empirical part of this thesis was conducted in May 2016.

Data for this thesis/study/research were collected/gathered/obtained from/by/through/with the help of/among ...

The subjects of this study were ...

The subjects were randomly selected.

The sample was selected from ...

Twenty companies served as subjects in a study designed to investigate ...

Six groups, each consisting of ..., were formed to ...

Twenty companies were selected for this investigation.

Using local and national data, this study was designed to investigate...

This questionnaire investigated how companies view their ...

A questionnaire was distributed/mailed/sent to ...

Respondents filled in a form/rated each item.

Responses were made on a 5-point scale ranging from ... to ...

The response rate was ...

All 59 subjects participated in the study.

Interviews were conducted by/with ...

Conclusions (in simple present or past tense):

These results suggest that ...

The results show that/reveal ...

It was concluded that ...

This study/survey shows/supports/questions/implies/indicates ...

On the basis of the results of this research, it can be concluded that ...

The results provide some support for (concluding)...

The results did not support the expectations that ...

These data support the view that ...

Further Vocabulary That Can be Used

1. Verbs: show, demonstrate, illustrate, prove, argue, examine, explore, look into, consider, deal with, address, involve, relate to, refer to, draw on, explain, investigate, highlight, outline, provide an overview of, define, distinguish between, indicate, support, reveal, suggest, conclude, recommend

2. Nouns: intention, purpose, aim, objective, thesis, argument, issue, assumptions, methods, premises, results, conclusions, outcome, recommendations

3. Connecting words: however, first, second, then, finally, thus, for example, furthermore, in addition, in conclusion, by contrast, nonetheless, consequently

PRACTICAL HINTS

Examples of properly written titles

- *Description of the Grant Applicant Institution's Study and Research Facilities*
- *The European Dimension of Technology Know-how and Transfer*
- *Investigation of Existing Wireless and Mobile Communication Systems*
- *Needs and Constraints in British Higher Education Related to the Improvement of the Quality of Student Support Services*
- *Porous Ceramics Based on a Foam System of Recycling Materials*
- *Problems and Needs at the Partner Country's Universities*
- *Development of the Project Idea and Preparation of the Project Proposal*
- *List of Planned Measures to Be Financed by DFG Funds*

Sample summary

The aim of this graduation thesis *Development of NonoXYZ Technologies to Ascertain the Existence of Cheese on the Moon* is to test the use of NonoXYZ technologies in ascertaining the existence of cheese on the moon. NonoXYZ technologies have been successfully used to test the existence of water in Wildau, but to date no further applications are known. For this reason the author decided to test further applications, with the aim of describing the technology's suitability for further development. This thesis first examines the testing procedures for the water in Wildau experiment, and presents the results. In a second stage several adaptations to NonoXYZ for the testing of the existence of cheese on the moon are undertaken. Finally the technology is applied to the question of cheese on the moon, within a six-week testing phase. At the end of each week the testing apparatus is fine tuned, and experiment results are charted every twenty-four hours. The results of the experiment show that NonoXYZ technologies are well suited to ascertaining the presence of water in Wildau, but were unable to be sufficiently modified for the purpose of ascertaining the existence of cheese on the moon. The author recommends further modification to the technology before any other uses are considered

You can use the following example to write the summary of your graduation thesis. Complete the sentences with proper information relating to your thesis and adapt the format of the example to the structure of the thesis.

An example of a summary format

The aim/ goal/ purpose of this graduation thesis (*title*) is to ... (analyse, characterise, compare, examine, illustrate, present, survey, design, reconstruct) ...

The graduation thesis is composed of five chapters, each of them dealing with different aspect of ...

Chapter 1 is introductory and (defines, describes, reviews, deals with) ... The chapter is subdivided into two parts. Part 1 describes ... and explains Part 2 deals with ...

Chapter 2 examines The chapter consists of three parts. Part 1 focuses on Part 2 investigates Part 3 addresses the issue of

Chapter 3 is subdivided into two parts and provides an outline of relevant ... Part 1 illustrates Part 2 looks at

Chapter 4 concentrates on problems resulting from ... Part 1 describes Part 2 recommends changes to be made in legislation ...

Conclusions are drawn in Chapter 5. The main aim of the graduation thesis has been reached. The author suggests that should be changed/introduced/applied.

References

<http://www.docfoc.com/prirucky-abstract>

<http://dissertation.laerd.com/useful-phrases-when-writing-a-dissertation-abstract.php>

www.th-wildau.de/fileadmin/dokumente/studiengaenge/europaeisches_management/dokumente/Dokumente EM Ba/Abstracts in English.pdf

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